



MNJOTS CIP 2016

Womens Wellness SPM
External Programming Area
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Hello You WONDERFUL Local and District Programming Managers!

Welcome to the NEW YEAR! I am SO thrilled that you have chosen to journey the new year with me, hand in hand! There are many exciting things to talk and learn about!

A little about myself... I joined the Aitkin Chapter of Women of Today in 2009, since then I have held many local positions. Secretary, PVP, President (twice), WW LPM (twice), and this year I am the Membership Vice President! I have also held the WW DPM position, and was THRILLED to be District Director last year!

My husband, son, and I have a farm North East of Aitkin. My husband is a designer, my son is going into the 9th grade (sob..), and I manage the Crow Wing Food Co-op in Brainerd.

I have a HUGE passion for quality local food. We raise all of our own meat, garden, and I do quite a bit of wild crafting for food too!

This year I will be asking you to "Clear Your Mind of CAN'T". What does this mean? Simply put, there is NOTHING you cannot accomplish if you can visualize your success. I do mean NOTHING literally. I am a firm believer of "thoughts becoming things", and I hope to share with you these philosophies this year. We will have some FUN challenges together, and through the use of social media, (FACEBOOK) we will share our journeys with one another! Find MNWT Women's Wellness on Facebook and JOIN US!

Jessy McShane
WW SPM



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Goals:

-Raise \$1500 for March for Babies by Spring 2017

-Raise \$5000 for selected foundation by Spring 2017

-75% Chapter and District involvement in a Women's Wellness challenge/activity

Breakdown of Challenges this year!!

First Trimester- #1 SNACK ATTACK- #2 WALK 10,000 STEPS

#1 Fight those cravings for junk food at work, meetings, and home. Replace with healthy options! Take photos of your SNACK ATTACK replacements and share in our Facebook group! #2 Use a fitbit, smart phone, or other service to keep track of your steps/day! Log in on Facebook each week, and share your totals!!

Second Trimester- It's all about SLEEP!!

Did you know that 40% of Americans do not get enough sleep? Did you know that each person has a different "sleep number" of hours they need per night, and that number can change? What is YOUR happy "sleep number"? Share that with us on our challenge group and START SNOOZING!! :)

Third Trimester- You are in awe of everything. Your heart swells and you realize, "this moment is beautiful, life is beautiful... I am beautiful."

Ever have one of these moments? I sure have.

This trimester we are having attitudes of gratitude. Share moments each week that you have made the choice of grace and gratitude instead of the alternative. Share moments when you complimented someone, or helped out without being asked. Moments like these are what make life truly special, and magical. Share them, your stories inspire others!

LPM/DPM Reporting At A Meeting

Read your CIPs. This is a good place to start when writing a meeting report. Prioritize the information, especially note important dates.

Meeting reports don't have to be formal, and they can even be hand written. It is best to have a copy to give to your secretary while you are speaking.

Plan to talk about 3 things. You don't have to give all the information in your CIP at one meeting. By choosing 3 things you will leave yourself topics for future meetings and the things you choose to talk about will be heard more by the membership.

Have fun! Be creative, wear something silly, do a skit, invite a speaker. Get fired up!

First Trimester Challenge!

Open to individuals, chapters, or districts!

-Join our Facebook challenge group

-Send an email to ww@mnwt.org notifying me of your challenge involvement

-Post weekly in our Facebook group

Complete these items, and yours, your chapter or your districts name will go into a drawing during the Fall State business meeting!

I am too positive to be doubtful,
too optimistic to be fearful,
and too determined
to be defeated.

PRESIDENTIAL SUCCESS BONUSES!

\$50 donation to the State Plan of Action (POA) {50 Points}

and/or

Hold an M-event between Kids Week (August 14-20) and IMPACT Monday (August 29), post event on Facebook, tagging State MVP Julie Marchand, along with adding two new members during the month of August. {50 Points}

and/or

Celebrate Founder's Day by holding an M-event (utilizing PR) and submit the USWT Founder's Day Participation form found in the PR CIP {50 Points}

and/or

Submit a completed first trimester LPM report in all eight (MNWT) programming areas. {100 points}
MAXIMUM of 100 Bonus Points

There will be an additional 100 Bonanza Bonus Points awarded IF ALL FIVE copies of the following are included:

- 1 Sales and Use Tax Permit
- 2 Articles of Incorporation
- 3 Proof of Annual Registration filing for 2015 (copy of email confirmation from the MN Secretary of State)
- 4 Proof of insurance for the current year
- 5 Proof of 990 filing for fiscal year June 1, 2015 - May 31, 2016 (copy of email confirmation from IRS dated after June 1, 2016).

DPM Fast Start

The District Program Manager Fast Start was designed to help you get involved and off to a great start in your new position. Complete and send a copy to your District Director, State Program Manager, and District Programming Vice President by August 1st.

1. **Write goals for the year.**
2. **Write your State Program Manager introducing yourself and your ideas for the year.**
3. **Contact the Local Program Managers in your district (if not available, contact the Chapter President instead). Verification to be date of phone call or copy of the letter or email.**
4. **Compile a list of Local Program Managers (name, address, phone number, email) for your area in your district.**
5. **Schedule forum, visitation, or presentation at district or chapter meeting.**
6. **Submit 1st trimester report on time.**

Fast Start: Local Program Manager

Complete these steps and send this form along with verification to the Chapter President; the local, district, and state Programming Vice President and District Program Managers by August 1st.

1. Attend an Orientation – district, local, LOTS, or one-on-one with the programming vice president or outgoing local program manager.
Date attended:
2. Write down the goals or plan of action for the year. Send it to the programming vice president or chapter president and the district program manager.
Date sent:
3. Write to your district program manager or district director; introduce yourself, share your goals and ideas for the year.
Date sent:
4. Submit a preliminary LPM trimester report activity to the state delegate and district program manager by the Fast Start due date (August 1). Please ensure that trimester reports are completed and sent on time.
Date preliminary LPM trimester report sent:
5. Review the Local Program Manager manual to educate yourself on being an LPM.
Date reviewed:



What is a Program Manager?

As a program manager, your job is an important one. Whether you are a program manager at the chapter, district or state level, your activity within your programming area is vital to our collective success. Briefly, let's review your duties as a program manager.

1. Educate

*Tell members all about your programming area.

- Can a member certify in your area?
- Do you work with a foundation?
- When do you have an emphasis month?

2. Communicate

- Report at your meeting.
- Write information in the newsletter.
- Send emails.
- Mail brochures, letters, postcards, reminders about your programming plans.
- Call members to ask if they have questions.

3. Report

-Fill in your trimester report and send it to the proper individuals.



Transmittals Are Important!

-What are they?

A transmittal is the form used to track monies raised and in-kind donations in External Programming areas only.

-Why should we send them in?

Transmittals help track the dollars and items donated by our chapters. By compiling the information from these "official receipts," we are able to see how much money was donated statewide. Careful records are maintained by the SPMs and the state treasurer to ensure funds are not counted twice.

-Who should fill them out?

Each chapter will determine who will be responsible for filling out the transmittals (i.e., the treasurer, the project chair, etc.). However, as a PVP, DPM, or LPM, you can check to ensure transmittals have been sent and/or offer to help to make it happen.

Every time your chapter runs a project and/or makes a donation of money or items, a transmittal should be sent with the value of what was donated.

-Where do they go?

The white copy is sent to the state treasurer and the yellow is kept for your chapter or district records. Even easier would be to submit them online and then the copies go to the right people right away! The online transmittal can be found at: http://mnwt.org.bof/form_report_transmittal.htm. Please only use the online form if you already sent your donation to another organization or for in-kind donations. If you are sending a check to Women of Today, please send the check with the paper transmittal.

-Where do I send the money?

If the donations were made locally, there would be no check to send. If you have raised money for a foundation, you may send the check directly to the foundation or to the state treasurer. All other checks are sent to the state treasurer with the transmittal. Make sure the check is made payable to Minnesota Women of Today.